

DIRECTOR, PUBLIC EMPLOYEES INSURANCE AGENCY

Nature of Work: Under administrative direction of the Secretary of the Department of Administration, an employee in this class oversees and coordinates the activities of the Public Employees Insurance Agency. Performs related work as required.

Examples of Work

- Through subordinate managers and respective boards: directs the establishment of regulations, policies and procedures for the public employees insurance plan.
- Oversees the establishment of a plan for group health, life and accidental death insurance for public employees, retirees, and dependents.
- Establishes regulations for premium assessments, adjustment of insurance rates, reasonable cost for insurance services, regulates utilization and coordination of benefits and health costs containment procedures.
- Provides periodic reports to the Secretary, Governor, and the legislature as required.
- Interacts and responds to a variety of interest groups and associations related to the insurance industry in developing the plans established by statute.

Knowledge, Skills and Abilities

- Knowledge of the principles of public and business administration.
- Knowledge of health care systems and facilities.
- Knowledge of the economic impact of the cost of health care and operating a group insurance health care system.
- Knowledge of health planning, including design and implementation of group health benefit plans.
- Skill in oral and written presentation of factual material.
- Ability to direct the work of staff.
- Ability to formulate long-term and short-term goals and to direct their implementation and maintenance.
- Ability to interpret and apply complex laws, rules and regulations.
- Ability to establish and maintain effective working relationships with agency officials, vendors, and the general public.
- Ability to evaluate and analyze procedural problems, formulate alternative solutions and make the appropriate changes.
- Ability to maintain up-to-date knowledge of current trends and new developments in health care and health care cost containment.

DIRECTOR, PUBLIC EMPLOYEES INSURANCE AGENCY (CONT'D)

Minimum Qualifications

TRAINING: Graduation from an accredited four-year college or university with a major in public/business administration, hospital administration, health care administration, finance, or insurance administration.

EXPERIENCE: Seven years of full-time or equivalent part-time paid experience in public/business administration, health benefits administration, health care administration, hospital administration, finance or insurance administration, two years of which must have been in a supervisory or administrative capacity.

Established: 9/19/90
Effective: 10/16/90